

U.S. Mission Cairo,
Administrative Assistant / Procurement Agent

VACANCY ANNOUNCEMENT NUMBER: 102

OPEN TO: *All Applicants / All sources*

POSITION: *Administrative Assistant / Procurement Agent*

OPENING DATE: *December 20, 2015*

CLOSING DATE: *January 3, 2016*

WORK HOURS: *Full-time, 40 hours/week*

SALARY: *Ordinarily Resident (OR): FSN-7
The current annual salary for an LES-7, step 1 is L.E. 87,447*

*Not-Ordinarily Resident (NOR): FP-7**

**Final grade/step for NORs will be determined by Washington.*

LENGTH OF EMPLOYMENT: *This is an indefinite position.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Cairo* is seeking eligible and qualified applicants for the position of *Procurement Assistant in the Procurement Office*.

BASIC FUNCTION OF POSITION

The incumbent serves as Administrative Assistant and Procurement Agent in the GSO/Procurement office.

Screens telephone calls and visitors, responds to general questions, and refers callers and visitors to appropriate staff members. Receives all incoming paper correspondence, date-stamps each item, and forwards to Procurement staff for processing.

Drafts letters and other documents for the Contracting Officer's signature. Responsible for maintaining and restocking expendable supplies for the Procurement Office.

Assists the Procurement Supervisor in maintaining computerized records of purchase requests and orders; searches records to answer routine inquiries about procurement status.

Responsible for keeping time and attendance for FSN Procurement staff.

Receives, reviews, and executes procurement requests from the 42 ICASS agencies in Egypt as assigned by the Contracting Officer and Procurement Supervisor.

Applies conventional practices to resolve a variety of purchasing problems. Selects contractors and processes procurement requests. Makes competitive or sole-source purchases that involve collecting data to determine price reasonableness. The work has a direct impact on the efficiency and timeliness of the Mission in supporting the Integrated Country Strategy. Makes purchases from local and international vendors.

The incumbent must maintain up-to-date knowledge of USG procurement regulations, as contained in the Federal Acquisition Regulations (FAR) and the Department of State Acquisition Regulations (DOSAR). Incumbent uses judgment in interpreting the available guidelines, adapting procedures, and in resolving specific problems, including reviewing detailed procurement requests for completeness.

Responsible for maintaining all records and data in accordance with the FAM, FAR and DOSAR within the Department's Integrated Logistics Management System (ILMS).

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines. Incumbent carries out work assignments independently, seeking guidance on difficult procurement requests. Review of work is accomplished by spot-checking the appropriateness of decisions and based on feedback from customers.

Maintains properly-documented files on each procurement request in accordance with USG regulations. Maintains updated computer records of every step of each acquisition at all times. Answers questions from requesting offices regarding order status.

Conducts follow-up activities, as required, to assure completion of each procurement request, from vendor confirmation of receipt of order to delivery and final payment. Refers vendor inquiries on invoice payment to the Financial Management Center (FMC).

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Completion of secondary school is required.
2. EXPERIENCE: Three years of administrative experience in office operations.
3. LANGUAGE: Level IV English and Arabic is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at (<http://egypt.usembassy.gov/hr.html>) and/or by contacting the Human Resources Office (Cindy Eldeib or Lamiaa Hafez).

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the background investigation, to obtain locally security clearance or public trust certification.

HOW TO APPLY: Applicants must submit the following documents electronically to the following address (cairojobs@state.gov) to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office	Human Resources Office
	Attention: Lamiaa Hafez or Cindy El Deib
E-mail Address:	cairojobs@state.gov

Note: (Please email all application to the above email address. Mailed in and hand delivered applications will no longer be accepted.) Visit our website for more information and tips for applying. <http://egypt.usembassy.gov/hr.html>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or

- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.